



CITY OF CLARENDON
JOB DESCRIPTION

TITLE: CODE COMPLIANCE OFFICER/ANIMAL CONTROL OFFICER
FLSA: NON-EXEMPT

SUMMARY OF POSITION/DUTIES

JOB DESCRIPTION for CODE COMPLIANCE OFFICER

SUMMARY

Performs a variety of tasks associated with all levels of Building Inspection; building permit issuance; preliminary plan examination; final plan approval; review of plats; compliance with building codes, regulations, and ordinances for both residential and commercial construction.

Performs a variety of tasks associated with Animal Control, including investigation of animal cruelty and neglect issues based on complaints and observations; resolution of animal nuisance complaints; removal of animal carcasses from public property; capture, impoundment, quarantine, and euthanization of animals when appropriate; enforces municipal and State codes, ordinances, and regulations related to animal control.

Performs a variety of tasks associated with investigation and enforcement of municipal and State codes, ordinances, and regulations related to nuisance abatement, animal control, building construction, and zoning code violations.

Performs a variety of tasks associated with record-keeping of contacts and interaction with citizens regarding investigation, enforcement, and compliance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include, but are not limited to, the following. Other duties may be assigned. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment to the job position.

Conducts on-site inspections and re-inspections; investigates and determines existence and type of zoning, housing, signage, health, noise, animal, public safety, property maintenance and/or nuisance code violations and recommends corrective actions to bring about compliance; determines time frames for compliance achievement; issues notices of violations and citations.

Answers inquiries from and advises property owners, builders and the public regarding compliance with zoning regulations, property maintenance standards, structure design standards, regulatory practices and current active code enforcement cases; responds to citizen complaints regarding potential code violations; conducts research regarding property ownership, current and past permits and applications, and applicable codes; coordinates code enforcement actions with other City departments and other governmental agencies when necessary.

Consults with and coordinates activities with the City Administrator, City Attorney, City department heads and other City staff.

Plans and recommends code compliance strategies and policies; develops code compliance procedures and schedules; assists planners in preparing new municipal codes or revising existing ordinances.

Develops permitting standards, streamlines checklists; oversees collection of fees for permits and inspections.

Maintains accurate, complete records of complaints, inspections, violations and citations; prepares periodic written reports detailing code enforcement activity and results for presentation to the City Administrator, Zoning Commission and City Council.

Represents the City in court; testifies regarding code and ordinance violations.

Receives training and advises City staff, property owners, builders and the public regarding compliance with accessibility requirements and associated ADA regulations.

Investigates animal cruelty, neglect, and abandonment charges, and performs related duties to promote compliance with laws regulating animal treatment by performing the following duties:

- Investigate reports or complaints of dogs, cats, or other animals creating nuisances;

- Impound, quarantine, and dispose of animals as appropriate;

- Enforce city animal control and licensing laws;

- Euthanization of animals;

- Aid animals in distress by feeding starving animals and freeing trapped animals;

- Removes animals from inhumane conditions and drives vehicle to transport animals to shelter for treatment and care.

- Inspects properties housing or exhibiting animals to ascertain compliance with state and local laws.

Patrols city limit areas to enforce building and construction codes and ordinances, and to enforce nuisance abatement codes and ordinances.

Identifies abandoned and derelict vehicles; determines ownership of such vehicles; contacts owners to provide for resolution of these nuisances.

Prepares correspondence to educate the public and advises individuals on the status of code enforcement activities. Assists the public by providing directions and responding to questions and inquiries. Provide information to violators and the general public regarding codes, laws, and ordinances.

Reports needed street and sign repairs to Street Department staff; reports defective street lights to City Hall staff.

Maintains accurate records related to citations and violations; prepare a variety of written reports, memos, and correspondence.

Recommends revisions to city codes and ordinances.

Investigates the ownership of local property for purposes of code enforcement.

Other duties may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE

High school diploma or (G.E.D.); and one year progressive code enforcement experience; or equivalent combination of education and experience. Outstanding customer service skills required. Knowledge of codes, ordinances, laws, and regulations pertaining to nuisance abatement, animal, and zoning. Possession of, or ability to obtain Basic Animal Control and Animal Euthanasia Certification within 6 months of hire date. Possession of, or ability to obtain Texas Certified Code Enforcement Officer Certification within one (1) year of hire date.

LANGUAGE SKILLS

Ability to learn city codes, ordinances, laws, and regulations pertaining to health and safety.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must have good written and oral communication skills.

Ability to write routine reports and correspondence. Ability to speak effectively with citizens and groups of people.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret and apply State and local policies, procedures, laws and regulations. Ability to enforce pertinent codes, ordinances, laws and regulations with impartiality and efficiency.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid Texas driver's license and good driving record.

OTHER SKILLS AND ABILITIES

Knowledgeable in the principals, practices, methods, and techniques of code violation investigation and enforcement.

Ability to respond to inquiries, complaints, and request for service in a fair, tactful, and firm manner.

Ability to work independently in the absence of supervision. Ability to use a two-way radio.

MATERIALS & EQUIPMENT DIRECTLY USED

Computer, city vehicle, pepper spray, general office equipment, code books, euthanasia drug, and animal snares and restraining devices..

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to loud.

WORK HOURS

The Code Compliance Officer typically works from 8:00 am till 5:00 pm, with a 1-hour lunch break. There will be occasional calls after-hours; for legitimate calls requiring immediate response, the City will pay overtime.

The Code Compliance Officer may be asked to modify the 8-5 hours occasionally. For example, ending a day 2 hours early, then returning to patrol for animals running at large after regular business hours, would benefit the City greatly.